

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, October 6, 2005, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco , California 94103

Attendance

Sheriff	Eileen Hirst	Police	Al Pardini
MOCJ	Rod Seymore	Police	Bill Gitmed
Adult Probation	Ernest Mendieta	Superior Court	Pat Jeong
DOSW	Dorka Keehn	DTIS	Walt Calcagno
ECD	Mitch Sutton	ITPM	Al Corker
Public Defender	Rene Manzo	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:12 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

Bill Gitmed moved to adopt the Agenda. Mitch Sutton seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - July 14, 2005 - Action Item

Pat Jeong moved to adopt as final the draft of Minutes of the meeting of July 14, 2005. Rod Seymore seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Murlene Randle could not be present today. Rod presented the Executive Sponsor budget update. Rod said that there is no news on the budget. The total amount of the JUSTIS budget remains at \$3.9 million dollars, with no cuts or changes to date.

Technical Steering Committee (TSC) Update - Discussion/Action Item

HUB Update - Rod said that a draft of the design has been returned to City Attorney Shelley Dolev. Some changes had been requested. The City Attorney was reviewing the Request for Proposal, while working on the contract that would be sent to the vendor. In addition, inter-departmental meetings have been taking place regarding the proposed exchanges of information that would occur.

Mainframe Retirement – Rod said that Walt Calcagno had the update on this issue. Walt said that a procedural plan has been completed. He said that DTIS has asked departments for assistance on the formulation of the timeline. No manager has been selected as yet.

Case Management System Update - Discussion/Action Item

District Attorney - Al Corker said that they are making a lot of progress. They have been working on the definition of data for the HUB. The District Attorney's Office personnel have been working with DTIS on issues relating to the mainframe. He said that they are building the charge codes, and working with the Police and Sheriff's Departments on this, and should be charging cases on their system by the end of the year.

Public Defender – Rene Manzo said that progress has been very slow. He said that they are still working on issues around data migration. One of the problems has been that they have not found a way of testing the data. Rene said that they hope to have the project completed by the end of the year.

Police Department - Bill presented an update on the Police system(s). He said that the new CLETS/Message Switch is up and running. Bill said that transmission to the Switch of the current devices is working now. In order to maintain the present functionality, it would be necessary to create new CABLE transactions, and they are working with DTIS on this. They would also like to achieve additional functionality. They would be migrating new CLETS terminals to a personal computer. Bill said that they are working to add devices at the Civic Center Courthouse. In addition, they are training personnel who would assist with the adding and training of new users to the system.

In answer to a question about the notification to departments regarding budgetary requirements for connection, Bill said that the requirements have been finalized, but the letter is in the process of being revised, and should go out this month. Bill said that he thought the notification should be made more specific as to the justifications presented for the stated expenses.

Bill said that the Records Management System (RMS) is installed and operative on the test server. He said that the Sheriff's Department is connected to the test server and they would be collaborating on system development. Bill said that the Sheriff has brought in Siu Mei Wong, DTIS systems analyst, to work with them.

Bill announced that they have been successful in obtaining a COPSMOR grant in the amount of \$1.6 million dollars. Bill said that they had been facing a problem of financing the planned re-structuring of the Department. Bill said that MOCJ was very helpful in obtaining the release of the reserve to assist with partial funding of the project. He said that they would now be enabled to proceed through a grant modification and eighteen month extension.

Dorka Keehn asked about the data requested by the Department on the Status of Women (DOSW). Bill said that the RMS would be capturing more information than was previously expected. He added that this would be in combination with the processes of other departments in the criminal justice environment, such as Adult Probation, and others.

Sheriff's Department - Eileen said that they are on track for going on-line by February 2006. She said that their subject matter experts have been meeting with members of Superior Court and the District Attorney's Office regarding workflow design and the data to be included and shared. Eileen thanked the Police Department their cooperation and work on the workflow design and for access to the server. She said that DTIS has completed a network infrastructure assessment, and they are proceeding to upgrade their hardware.

Eileen said that they are trying to get the training for their new system to be certified by POST. Eileen said that if they were successful in getting the certification, the expenses of the training, such as overtime, would be reimbursed. The complication, however, is that POST requirements have changed, so the certification process may take longer than it was hoped.

Al added that the Sheriff's Department is making good progress. He said that hardware has been ordered and some has been delivered. He said that they are ready to deploy the equipment in the principal areas of custody without any network upgrades. Some changes, previously recommended, in the network architecture are now being implemented,

which would open the system somewhat. Funding is in place to accomplish this. Work on the validation process has been ongoing. Code tables essential to custodial operations have been completed. Workflow changes related to custodial procedures have been submitted and accepted by the vendor. Some additional components have been provided by the vendor, including a booking wizard. A remaining component is the reports aspect. Key personnel have been working through the mandatory reports. Al said that he thinks that they are ready to give the preliminary reports requirements to the vendor. Some training issues remain. The deployment and interface methodology has not been worked out as yet. He said that they are working on the interface to JUSTIS, especially on the incoming data.

Eileen added that at the report meetings, Command Staff decided that there would be only one design of the incident report for San Francisco. Al said that this uniformity would be a vast improvement over the present situation and would allow a simplification in the creation of the report codes. He said that the vendor has provided the codes to be entered which will be adopted across the board for all report writers.

New Business

No new business was presented to the Council.

Adjournment- The District Attorney's Office and Juvenile Probation were not represented at the meeting. The next Council meeting is scheduled for Thursday, December 8, 2005, at 10:00 a.m. There being no further business before the Council, Al Pardini moved to adjourn the meeting. Rod seconded the motion, which was carried unanimously. The meeting was adjourned at 10:35 a.m.